



ES 82-1

6 January 1982

MEMORANDUM FOR: See Distribution

FROM : Executive Secretary

SUBJECT : Transmittal of Correspondence

REFERENCE : ES 81-2, dtd 15 June 1981

In view of the many recent organizational and personnel changes within CIA, I believe it appropriate to recirculate my attached memorandum of last June, subject as above. Will you please call it to the attention of your organizations and bear in mind we can all serve the Director, ourselves and the Agency better if we reduce handcarrying to the absolute minimum.

STAT

Attachment:  
As stated

## Distribution:

D/ICS  
Chm/NIC  
EXDIR  
DDI  
DDS&T  
DDA  
DDO  
GC  
IG  
Compt.  
D/Personnel  
D/OEA  
D/EEO  
C/CCS/ICS  
AO/DCI

## Internal Distribution:

Orig - ES Chrono  
1 - Each as above  
① - ER

L213